

POSITION DESCRIPTION**M-5****Town of Needham****Director of Public Works****5/97*****Duties:***

Under the general direction of the Town Board of Selectmen, plan, organize, direct and control all functions and activities of the Public Works Department including highway maintenance and construction, water supply and distribution, sanitary and storm sewer maintenance and construction, solid waste disposal, traffic and parking control, park and recreation maintenance and snow removal.

Staff, schedule, motivate and provide overall supervision and training for department personnel; select and evaluate personnel and recommend appropriate personnel actions; provide recommendations relative to the negotiations and administration of labor agreements; and hear and resolve employee grievances within authority.

Provide overall direction to operating and administrative divisions; plan, organize and direct departmental activities through Superintendents/Supervisors; develop department goals and objectives; design departmental organizational structure; assess performance in relation to established goals; and take appropriate action to improve departmental efficiency and service provision.

Direct the design, construction, repair and maintenance of all Town roads, sewer and water systems, Town Park and Recreation areas and other Public Works facilities; and ensure proper maintenance of Town vehicles, developing replacement plans as appropriate.

Consult with officials of state and federal agencies and other municipalities on matters pertaining to Public Works; consult with other Town department heads and officials relative to issues impacting upon Department operations; receive and resolve public complaints; provide information to media and perform related public relations functions; and represent Town and attend meetings of civil, municipal and public groups related to Public Works matters.

Direct the preparation of the annual departmental operating and capital budgets; present budget recommendations and justifications; review and analyze performance against budget and develop appropriate control procedures; and oversee the specification and procurement of department supplies, materials and equipment.

Secure and administer grant programs; prepare varied reports and documents required or requested by governmental agencies and Town officials; and maintain current knowledge of legislative and technical developments affecting Public Works through research and attendance at meetings/seminars, etc.

Serve as member of the Municipal Building Maintenance Board, perform other managerial and technical duties as requested or required.

Basic Knowledge:

Duties require knowledge equivalent to completion of four years of college in an engineering discipline and completion of 1-2 years of graduate study in public administration or management.

Experience:

Position requires seven (7) to ten (10) years of increasingly responsible public works engineering and management experience. A valid motor vehicle license is required for this position.

Independent Action:

Direct Public Works Department in accordance with broad Town policies and objectives, referring unusual or politically/legally sensitive issues to Board of Selectmen for discussion, advice or decision.

Supervisory Responsibility:

Provide administrative direction to approximately 80 FTE's through 10 supervisors.

Physical and Environmental Standards:

- Occasional periods supervising or inspecting in non-office environments, including garages, water supply stations, sewer facilities, landfills, parks and recreational areas, snow removal operations, major storm cleanups, etc.
- Normal office environment, not subject to extremes in temperatures, noise, odors etc.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Some travel within the Town to plan, oversee, or provide departmental services.